



SHELTON STATE COMMUNITY COLLEGE - SUPPORT STAFF MONTHLY

SHELTON STATE COMMUNITY COLLEGE

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SHELTON STATE FIRECRACKERS



The Shelton State Firecrackers are enjoying another successful season. The Firecrackers are composed of Shelton State employees and friends. Members of the team team are *Judy Johnson, Karen Crombie, Ellen Barr, Julie Smelley, Liz Smelley, Cindy McDaniel, Betty Brown, Susan Thomas, Dianne Johnson, Diane Skelton, Debbie Phillips, Sabrina Pate, Beth Englebert, Johnny Meyer, Stephanie Applegate, Lori Richardson, and Ladonna Leonard.*

Games in the month of May will be played at Sokol Park in Northport, and are as follow:

May 6 - Shelton State vs West Alabama AMI

May 11 - Shelton State vs McAbee Construction

May 13 - Shelton State vs Tuscaloosa Merchants

Please come and support our team.

NEW EMPLOYEE

Buddy Taylor has joined the college staff fulltime as Bookstore Clerk. Buddy has previously worked part-time for the 15th street admissions office during the evening hours.

Buddy has many years of experience in bookkeeping, inventory control, and shipping, and should be a valuable addition to the bookstore staff. Welcome Buddy!

WATER RESOURCES TRAINING CENTER

Shelton State's Moundville Campus is better known as the **Water Resources Training Center.**

There are five full-time employees of the Center: Bob Hagler, Staff Coordinator, Ken Baugher and Bob Fowler, Water Instructors, Charles Faulk, Wastewater Instructor and Lisa Matherson, Secretary.

The Center is the only state training agency for water and wastewater operators. It provides, on a continuing basis, both a statewide itinerant program and on-site courses serving the water and wastewater industry throughout Alabama

If you have never seen the Center or if you need any information about water or wastewater the staff invite you to stop by or call.

EMPLOYEE PROFILE: THE SHELTON FAMILY

One of the college's most cheerful and visible employees is **Betty Griffin** of the Housekeeping Staff. Betty has been at Shelton State for eight years, spending most of her time at the Junior College division. In addition to her daily responsibilities of "taking care of the students, faculty and staff", Betty also assists with college and foundation functions.

Betty has two sons, Leonard who is employed with The University of Alabama, and Gregory who is stationed in California with the U.S. Navy. Her hobbies include cooking, sewing, and spending time with her grandchildren. Betty is also very active in church activities serving as President of the Young Patrons, a hospitality person for the Willing Workers and as a member of the Choir and Pastors Aid Board.

The thing Betty enjoys most about working at Shelton State is the people she works with on a daily basis.

RETIREMENT COMMITTEE

A committee has been established to coordinate the functions associated with retiring employees of the college.

This committee will be responsible for setting up the appropriate luncheon/reception and all other details of recognizing our retirees. Those asked to serve on the committee are Kaye Mitchell, Betty Walker, and Betty Jennings.



SUPPORT STAFF MEETING

Betty Brown, President of the college's Support Staff Organization has called a meeting for May 15, 1992 at 2:00p.m. in room 102 at the Skyland Campus.

Rick Rogers will address the group on tenure, probationary status, and job evaluations.

Please plan to attend.

EMPLOYEE LEAVING

Donna Dobbie, Accounts Payable Clerk in the Business office, will be leaving the college on May 29, 1992 to return to school full-time. Donna will be working on her degree in Social Work.

Good luck and best wishes to Donna.



SPRING FLING

The third annual "Spring Fling", held on May 1, was enjoyed by more than 60 employees, who participated in volleyball, frisbie and football.

The Fire College Volleyball Team was recognized as a dominant force and was led by "Air Eddie" Pugh. Other stars of the day were Lori "The Enforcer" Cannon, Humphrey "Spike" Lee, and Kim "Hollywood" Harbin.

These events seem to get better and better each year. Congratulations to the Community Relation Committee that organized the day.

EMPLOYEE EVALUATIONS

Employee evaluations are to be conducted during the month of May. As in years past, supervisors will be asked to meet with their employees to conduct this very important review.

Please keep in mind evaluations should be a positive opportunity to review what you are doing well and to also identify those areas that you need to improve. Evaluations are a very important communication tool between employees and their supervisors.

Employees may request a copy of their evaluations, however the only copy maintained by the college should be the original form kept in the President's office.

REDUCING STRESS

The Charter Hospital of Mobile recently published "101 Ways To Reduce Stress." Most of the ideas are common sense and practical.

In times of stress try a few of these helpful hints and see if they work!

- Get up 15 minutes earlier
- Prepare for the morning, the night before
- Avoid tight fitting clothes
- Don't rely on your memory, write it down
- Avoid negative people
- Say something nice to someone
- Read a poem
- Practice grace under pressure
- Go to a ballgame
- Take stock in your achievements
- Work at being cheerful and optimistic

MR. LOWE

Best wishes for a quick recovery to Mr. Maurice Lowe, Head of Security. Mr. Lowe was recently injured in an accident while working at home.

**VOICE MAIL BOX**

Each employee is strongly encouraged to use a personal message to answer their AUDIX voice mail box. If you need assistance in placing this message, please contact Jim Brown at extension 2274.

In addition, to insure confidentiality, you may wish to change your AUDIX mailbox password periodically.

To load your peronal greeting, follow these steps:

1. Log onto the Audix system.
2. Press "3" to administer your greeting.
3. Press "1" to record you greeting.
4. Speak your greeting then press "1".
5. Approve your greeting by pressing "*#".
6. Press "9" or "Y" to use this greeting.
7. Now when your call go to Audix, they will hear your message.

**SELECTIVE SERVICE STATUS**

Recent legislation now requires employees of state agencies to offer proof of Selective Service Registration. Employees will be given appropriate forms to be completed and returned to the personnel office sometime this month.



Mothers Day - May 10th



Memorial Day - May 25th



Graduation - May 27th

The next Registration period will be May 21st and May 22nd.